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November 28, 1990

Mr. Doug Crawford
Philip Morris U.S.A.
3321 Highway 29 South
Concord, NC 28025

Records Management Retention Schedule Maintenance Form

Dear Doug:

Your presence is requested at the next meeting of the Philip Morris U.S.A. Joint Task Force on Records Management on Wednesday, December 5, 1990, beginning at 1:00 p.m., in the Operations Center in Richmond, Conference Room A3-W1.

At this meeting, you will be briefed on developments in the Records Management Program. Each Joint Task Force member will be asked to describe briefly the progress being made in his or her area. In addition, the Joint Task Force will consider the Retention Schedule Maintenance Form requests which are enclosed as Exhibit A.

Also on the agenda will be a discussion of the brochure approved for distribution to all employees, enclosed as Exhibit B. Finally, the Joint Task Force will consider the revisions to the Philip Morris U.S.A. Records Management Manual, enclosed as Exhibit C.

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Joint Task Force Members
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Please review the enclosed materials thoroughly prior to the meeting next Wednesday so that our discussion will be well-informed and can proceed rapidly. I shall be extremely grateful if you will let me know whether you will be able to attend. I hope to see you then.

Sincerely,



Arthur J. DeBaugh

Enclosures

cc: Steven C. Parrish, Esq. (w/o encls.)
Mrs. Clare Purcell (w/o encls.)
Thomas G. Slater, Jr., Esq. (w/o encls.)
Ray V. Hartwell, III, Esq. (w/o encls.)

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